



**TOWN OF EAST FISHKILL  
BUILDING AND ZONING DEPARTMENT**

330 Route 376, Hopewell Junction, NY 12533  
(845) 221-2427 Fax (845) 227-4018  
<http://www.eastfishkillny.org>

**ALTERATION/RENOVATION APPLICATION REQUIREMENTS**

**ALONG WITH THE COMPLETED APPLICATION, PLEASE PROVIDE THE FOLLOWING ITEMS:**

- ☐ 2 SETS OF PLANS INDICATING SQUARE FOOTAGE. (PLANS MUST BE STAMPED IF 500 SQ. FT. AND OVER.)

*\* PLANS MUST BE LEGIBLE AND SHOW ALL STRUCTURAL COMPONENTS: FOOTINGS, FOUNDATION, FLOOR JOISTS, RAFTERS, CEILING JOISTS, ETC. INCLUDING SPANS.*

- ☐ A COPY OF SURVEY SHOWING LOCATION OF ALTERATION/RENOVATION WITH FRONT, SIDE AND REAR SETBACKS NOTED.

- ☐ INSURANCE FORMS FROM CONTRACTORS OR "SELF" (See insurance info in Permit Application Packet. Forms must be submitted with application. No faxing/emailing.)

- ☐ IF APPLICANT IS NOT THE HOME OWNER/PROPERTY OWNER, AN ORIGINAL, SIGNED, NOTARIZED LETTER FROM THE OWNER WILL BE REQUIRED GRANTING PERMISSION TO APPLY FOR PERMIT. (Applicant may obtain signature on application from owner, thus notarized letter not required.)

- ☐ FEE: PLEASE SEE FEE SHEET ATTACHED TO PERMIT APPLICATION  
CASH OR CHECK MADE OUT TO: TOWN OF EAST FISHKILL  
**Note: Construction without a permit is double the fee: As-Built Fee**



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**INSPECTION SCHEDULE**

Name \_\_\_\_\_ Permit No. \_\_\_\_\_

Address \_\_\_\_\_

**You are required to schedule all inspections as indicated below with the Building Department during regular working hours and with a minimum of 48 hours notice.**

- ☐ Footings – **Prior to Concrete Pour** – After footings are formed with reinforcing in place.
- ☐ Foundation Walls – **Prior to Concrete Pour** – Formed foundation walls with proper reinforcement.
- ☐ Concrete Floors – **Prior to Concrete Pour** – All vapor barriers, wire mesh and/or other reinforcing as required. All under-slab plumbing waste lines to be pressure tested prior to concrete pour.
- ☐ Footing Drains / Waterproofing – When complete, **Prior to Backfill.**
- ☐ Framing –
  - ☐ After framing is complete with Fire Stopping and prior to utilities and insulation installation.
  - ☐ Trusses – After complete (please have original truss certification on-site).
- ☐ Rough Electric – Inspection by approved Electrical Inspector.
- ☐ Rough Plumbing Test – Waste lines and supply lines **must** be pressure tested or wet tested. Waste line to be filled with water to roof: winter weather air pressure is permitted at 5 PSI. Supply line at 60 PSI.
- ☐ Insulation – After completion but **PRIOR** to sheetrock or enclosure.
- ☐ Final Electric – Inspection by approved Electrical Inspector.
- ☐ INT/EXT Finish – After Completion of all work including Final Grading and Final Electrical Inspection.

**\*\*\*\*APPROVED COPY OF BUILDING PLANS MUST BE ON-SITE WHEN WE MAKE AN INSPECTION \*\*\*\***